

HAMMERS

Hazardous Materials Reporting System User Guide

December 2019

COLORADO SPRINGS FIRE DEPARTMENT Division of the Fire Marshal



If you have any questions or comments regarding the information contained within, please contact:

Colorado Springs Fire Department
Division of the Fire Marshal
Hazardous Materials Program
375 Printers Parkway
Colorado Springs, Colorado 80910
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This illustrated guide is meant as an overview of the HAZardous Materials Management Emergency Reporting System (HAMMERS) process from start through finish; it is not meant to explain all aspects of the HAMMERS program. Instead, it is meant to help explain the general requirements from user account creation to chemical inventory submittal. If specific help is needed, please contact us at 719-385-5978.

Contents

HAMMERS Login	3
User Account Creation	3
Welcome Page	4
Facility List.....	5
Add New Facility – Enter Facility Details.....	6
Facility Latitude/Longitude Location	6
Submission History.....	7
Starting a New Report/Revising an Existing Report.....	7
Facility Chemical Inventory – Steps 1 & 2	8
Step 1: Review Facility Information	8
Step 2: Review Chemical Inventory	8
Step 3: Review Subject To Status	8
Step 4: Review Report Contacts.....	8
Step 5: Review Attachments	9
Step 6: Submit Report	9
Edit Chemical Information and Storage Locations.....	11
Chemical Inventory Bulk Import System.....	11

HAMMERS Login

HAMMERS can be accessed at <https://hammers.coloradosprings.gov/>, and the user will be directed to the home page (Figure 1). A user can either sign in with an existing account or create a new account.

NOTE: A company may already have an existing account in HAMMERS if it has stored hazardous materials in an existing facility – only one account per company may be active at once. Please use the green links at the bottom of the page (Figure 1 green box) if you have forgotten your account information.

Figure 1: HAMMERS Home Page

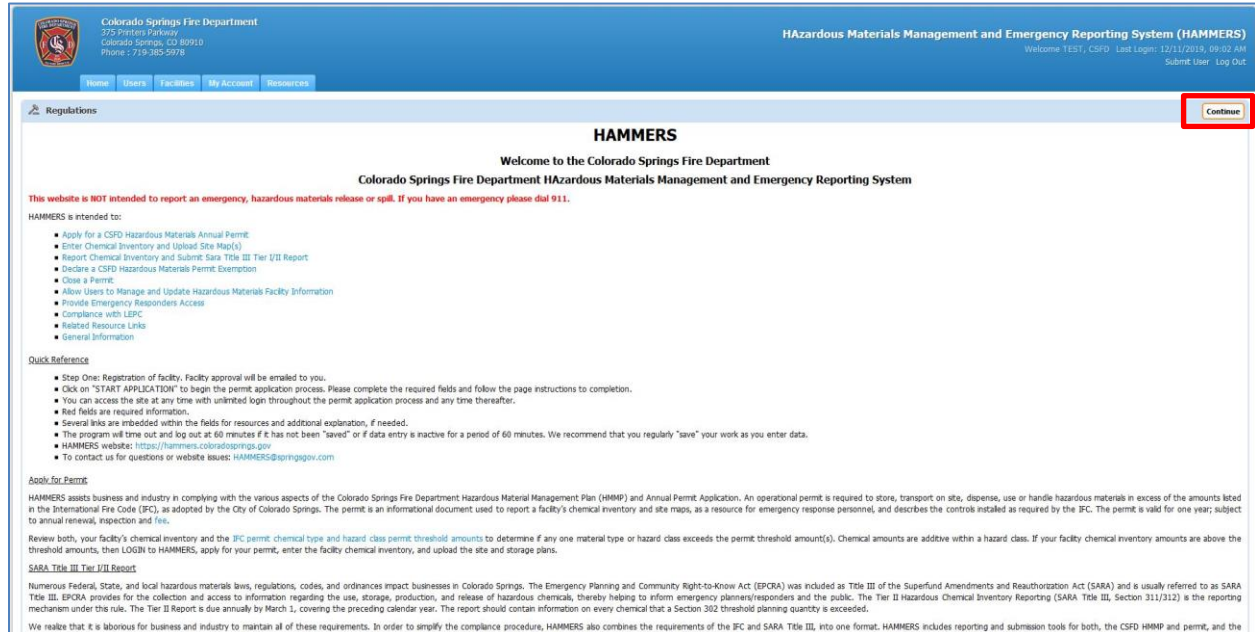
User Account Creation

If the user does not have an existing account, click “[Register Now](#)” (Figure 1 blue box) on the log in page to create one, and then fill in the fields on the new user registration page (Figure 2). Please note that all fields marked with a red asterisk are required. Once registered, the system administrator will review and approve the new account and an email will be sent to the email provided with the registration. A new account may be denied if a company inadvertently creates a duplicate account.

Figure 2: New User Registration

Welcome Page

Once a user has created an account and logged in, the HAMMERS welcome screen will display (Figure 3). This first page has plenty of useful reference materials and helpful information; please read through the useful references provided, then click “Continue” (red box in Figure 3).



The screenshot shows the HAMMERS (Hazardous Materials Management and Emergency Reporting System) welcome page for the Colorado Springs Fire Department. The page has a blue header with the department's logo and contact information on the left, and the system name and user status on the right. A navigation bar below the header contains links for Home, Users, Facilities, My Account, and Resources. The main content area is titled "HAMMERS" and "Welcome to the Colorado Springs Fire Department Hazardous Materials Management and Emergency Reporting System". It includes a disclaimer that the site is not for emergency use, a list of intended uses, a quick reference section, and information about the permit process and SARA Title III reporting. A red box highlights the "Continue" button in the top right corner.

Colorado Springs Fire Department
375 Proffers Parkway
Colorado Springs, CO 80910
Phone: 719-595-5978

Hazardous Materials Management and Emergency Reporting System (HAMMERS)
Welcome TEST, CSFD Last Login: 12/11/2019, 09:02 AM
Submit User Log Out

[Home](#) [Users](#) [Facilities](#) [My Account](#) [Resources](#)

[Regulations](#)

HAMMERS

Welcome to the Colorado Springs Fire Department
Colorado Springs Fire Department Hazardous Materials Management and Emergency Reporting System

This website is **NOT** intended to report an emergency, hazardous materials release or spill. If you have an emergency please dial 911.

HAMMERS is intended to:

- Apply for a CSFD Hazardous Materials Annual Permit
- Enter Chemical Inventory and Upload Site Map(s)
- Report Chemical Inventory and Submit SARA Title III Tier I/II Report
- Decline a CSFD Hazardous Materials Permit Exemption
- Close a Permit
- Allow Users to Manage and Update Hazardous Materials Facility Information
- Provide Emergency Responders Access
- Compliance with LEPC
- Related Resource Links
- General Information

Quick Reference

- Step One: Registration of facility. Facility approval will be emailed to you.
- Click on "START APPLICATION" to begin the permit application process. Please complete the required fields and follow the page instructions to completion.
- You can access the site at any time with unlimited login throughout the permit application process and any time thereafter.
- Red fields are required information.
- Several links are embedded within the fields for resources and additional explanation, if needed.
- The program will time out and log out at 60 minutes if it has not been "saved" or if data entry is inactive for a period of 60 minutes. We recommend that you regularly "save" your work as you enter data.
- HAMMERS website: <https://hammers.coloradosprings.gov>
- To contact us for questions or website issues: HAMMERS@springsgov.com

Apply for Permit

HAMMERS assists business and industry in complying with the various aspects of the Colorado Springs Fire Department Hazardous Material Management Plan (HMMP) and Annual Permit Application. An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in the International Fire Code (IFC), as adopted by the City of Colorado Springs. The permit is an informational document used to report a facility's chemical inventory and site maps, as a resource for emergency response personnel, and describes the controls installed as required by the IFC. The permit is valid for one year; subject to annual renewal, inspection and fee.

Review both, your facility's chemical inventory and the IFC permit chemical type and hazard class permit threshold amounts to determine if any one material type or hazard class exceeds the permit threshold amount(s). Chemical amounts are additive within a hazard class. If your facility chemical inventory amounts are above the threshold amounts, then LOGIN to HAMMERS, apply for your permit, enter the facility chemical inventory, and upload the site and storage plans.

SARA Title III Tier I/II Report

Numerous Federal, State, and local hazardous materials laws, regulations, codes, and ordinances impact businesses in Colorado Springs. The Emergency Planning and Community Right-to-Know Act (EPCRA) was included as Title III of the Superfund Amendments and Reauthorization Act (SARA) and is usually referred to as SARA Title III. EPCRA provides for the collection and access to information regarding the use, storage, production, and release of hazardous chemicals, thereby helping to inform emergency planners/responders and the public. The Tier II Hazardous Chemical Inventory Reporting (SARA Title III, Section 311/312) is the reporting mechanism under this rule. The Tier II Report is due annually by March 1, covering the preceding calendar year. The report should contain information on every chemical that a Section 302 threshold planning quantity is exceeded.

We realize that it is laborious for business and industry to maintain all of these requirements. In order to simplify the compliance procedure, HAMMERS also combines the requirements of the IFC and SARA Title III, into one format. HAMMERS includes reporting and submission tools for both, the CSFD HMMP and permit, and the

[Continue](#)

Figure 3: Welcome Page

Facility List

The “[Start Application](#)” will direct a user to the Facility List page (Figure 4). This page shows all facilities associated with the logged in account. If you have an existing facility within HAMMERS, but it does not appear, please ensure that you are using the same account that the facility was created under. If you are a new user and have not added a facility into the HAMMERS system, please click “[Add a New Facility](#)” (Figure 4 red box). To modify chemical inventories, click on the individual facility name (Figure 4 green box). You can also modify your [profile and subaccounts](#) (Figure 4 orange box) from this page by selecting the respective menu.

Colorado Springs Fire Department
375 Printers Parkway
Colorado Springs, CO 80910
Phone : 719-385-5978

Hazardous Materials Management and Emergency Reporting System (HAMMERS)
Welcome TEST, CSFD Last Login: 12/11/2019, 09:59 AM
Submit User Log Out

Home **Users** Facilities My Account Resources

Active Facilities
The following facilities are registered under this username. You can update information by clicking on the Facility Name

Back A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other **Add New Facility**

Facility ID	Company Name	Facility Name	Address	County	Facility Status	Fire Department	Latest Report	Username
1069	CSFD	TEST ONLY FACILITY (ID: 1069)	375 Printers Pkwy Bldg 2, Colorado Springs, CO 80910	EL PASO COUNTY	Active	Colorado Springs Fire Department	CSFD Permit(2019) / Tier II(2018) Hazmat Report Annual (Initiated)	CSFDTESTTWO
366	CSFD	This is a test (ID: 366)	375 Printers Parkway, Colorado Springs, CO 80910	EL PASO COUNTY	Active	Colorado Springs Fire Department	CSFD Permit(2019) / Tier II(2018) Hazmat Report Annual (11/09/2019) (Completed)	CSFDTESTTWO
374	CSFD	TRAINING TOWER (ID: 374)	371 Printers Pkwy, Colorado Springs, CO 80910	EL PASO COUNTY	Active	Colorado Springs Fire Department	CSFD Permit(2019) / Tier II(2018) Hazmat Report Annual (Revision)(Initiated)	CSFDTESTTWO

Total Results: 3 Rows per page: 10

Version: 5.3

Figure 4: Facility List

Add New Facility – Enter Facility Details

From the “Add a New Facility” link (see Figure 4), Figure 5 details the new facility information entry pages. There are two pages, one for location information, one for contact information. From here, facility location and contact/ownership will be provided. ALL fields with a red asterisk are required for submission. Make sure to click the “save” button when finished. Once this page is completed, it will take you to the second page to enter facility ownership and contact information.

The figure displays two screenshots of the 'Enter Facility Details' form in the HAMMERS system. The top screenshot shows the 'Corporate/Owner/Operator Mailing Address' tab selected, with a red box highlighting the tab. The bottom screenshot shows the 'Location & Nature of Business' tab selected. Both screenshots show a form with various fields for facility information, including address, contact details, and location coordinates.

Colorado Springs Fire Department
275 Printers Parkway
Colorado Springs, CO 80910
Phone : 719-385-5978

Hazardous Materials Management and Emergency Reporting System (HAMMERS)
Welcome TEST, CSFD Last Login: 12/11/2019, 09:09 AM
Submit User Log Out

Facility Identification

Location & Nature of Business **Corporate/Owner/Operator Mailing Address**

Facility Name * Company Name * Facility ID *
CSFD

Street Number * Street Direction *
Select One

Street Name * Street Type *
Select One

Street Unit * Street Unit Description *
Select One

Country * City *
United States

State * Zip Code *
Colorado

County *
Select One

Latitude (in decimal degrees) * Longitude (in decimal degrees) *

Get Coordinates in Decimal Degrees DHS Conversion Tool

LEPC * Fire Department *
Select One Select One

NAICS * Nature of Business
Search NAICS

Manned/Unmanned *
☐ Manned
☐ Unmanned

Maximum Number of Occupants
at one time

Dun & Brad No

SIC Code
Search SIC

Cancel Save

Version: 5.3

Figure 5: Enter Facility Details (pages 1 & 2)

Facility Latitude/Longitude Location

If a user has difficulty locating the latitude and longitude of their facility, they can click the “Locate Lat/Long” (Figure 5 blue box) and fill in the address to determine the coordinates.

Submission History

After a facility is created and saved, the user will be directed back to the Facility List (Figure 4). To edit the chemical inventory of a building, click on the facility name (green box on Figure 4), and it will direct to the submission history page (Figure 6). This page shows the reports that have been created, as well as their statuses. Note: A CSFD permit submission is based on the chemical inventory which is currently on site, and a Tier II submission is based on the chemical inventory from the previous calendar year (ie, the CSFD report year will be 2019, but the Tier II report is for 2018).

The user will first have to determine if a report is already created, or if a report will need to be created; this can be determined by viewing the reports that are listed (Figure 6 Red box). If no reports are listed, or if the specific report is not shown, a report will need to be created (Figure 6 Blue Box)

For Tier II reporting, the State of Colorado does not allow direct submission to its Tier II report system via HAMMERS; instead, HAMMERS can export the report in a format which can then be imported into the Tier II Submit program (found [here](#)) and then be submitted to the state. This can be accomplished by clicking the "Export to Tier II Submit" (Figure 6 green box).

[Back](#) List Submissions

To create and submit a new report, click on the "Add a New Report" button. To continue work on a previously started submission, click on the name of the report in the list. To view a previously completed and submitted report, click on the icon under the "View" column next to the report.

This is a test (Facility ID: 366)
Company ID : 319
375 Printers Parkway, colorado springs, CO 80910, United States
Status: Active Type: CSFD

[Change Facility Status](#)

Regulatory Reports [Add a New Report](#)

Click the 'Export to Tier2Submit' link to export your report to .x2s format. If the link is not present, you have already created the export. View all exports by going to the 'My Account' menu above and selecting 'List Offline Tier2Submit'. If the status of the request is Complete, click the 'View' link to download the file.

Report ID	Report	Status	Signed By	Signed Date	Submission Type	Export to Tier2 Submit	View
2416	CSFD Permit(2020) / Tier II(2019) Hazmat Report Update	Completed	IDSI Support	01/23/2019 02:01:44 PM	Online	Export to Tier2 Submit	
1710	CSFD Permit(2019) / Tier II(2018) Hazmat Report Annual	Completed	TEST ONLY	01/09/2019 08:06:15 AM	Online	Export to Tier2 Submit	
1597	CSFD Permit(2019) / Tier II(2018) Hazmat Report Update	Completed	Tanya Deering	03/22/2018 12:30:14 PM	Online	Export to Tier2 Submit	

[Show More](#)

[Back to List of Facilities](#)

Figure 6: Facility Submission History Page

Starting a New Report/Revising an Existing Report

If a new report need to be started, or an existing report (from a previous year) needs to be revised, please select "Add a New Report" from the submission history page (Figure 6 blue box). From there, it will ask if you will be adding a new annual report or will be revising an existing report (Figure 7 red box). Please select your intended option and click "Proceed".

Start a New Report

This is a test (Facility ID: 366)

Company ID : 319
375 Printers Parkway, Colorado Springs, CO 80910, United States
Contact: kyeager@springsgov.com, 7191234567
Type: CSFD

Choose a Report Type (click on button next to selection)

☒ CSFD Permit/ Tier II

Choose a Report Class (click on button next to selection)

☒ Annual for CSFD Permit(2015) / Tier II(2014) (New/existing facilities with chemicals onsite in previous calendar year)

If you have already submitted an ANNUAL for CSFD Permit(2019) / Tier II(2018) and want to update new information or fix an error on the submitted report, please select an option below.

☐ Revision Revisions should be submitted to correct errors or omissions in already submitted reports.

Cancel Proceed

Figure 7: Start a New Report Page

Facility Chemical Inventory – Steps 1 & 2

Once at the Facility review page, the facility information can be reviewed and the chemical inventory can be added or modified just before submitting report to CSFD. This page is broken down into six steps: Review Facility Information, Review Chemical Inventory, Review Subject To Status, Review Report Contacts, Review Attachments, and Submit Report.

Step 1: Review Facility Information

The facility information can be edited from the “Edit” (Figure 8 green box) button, which allows a facility’s contact and physical information to be updated; the fields are the same as the “Add new Facility” page (Figure 5).

Step 2: Review Chemical Inventory

The current chemical inventory is listed here (Figure 8 red box); it will be populated if a previous submission has been entered. If the existing chemical amounts and/or locations have changed, the individual chemicals may be modified using the “Edit” button. If chemicals have been removed or added to the facility, changes can be made using the “Add a Chemical” and “Delete” buttons. The “Import Chemicals” button (Figure 8 yellow box) may be used to copy a chemical inventory from another facility that is associated with the Company Account.

Step 3: Review Subject To Status

The items listed in the green box in Figure 8 (apart from “CSFD Hazmat Permit”) refer to EPA requirements, and it is the responsibility of the facility to ensure their applicability. These requirements regulate the storage of chemicals considered by the EPA as extremely hazardous substances (EHS) & toxic chemicals, when stored above certain threshold quantities. These items can be changed by clicking the edit button for Step 3. For more information, please visit the following external EPA links:

[Emergency Planning – Section 302 of EPCRA](#)

[Chemical Accident Prevention – Section 112\(r\) of CAA](#)

[Toxic Release Inventory – Section 313 of EPCRA](#)

Step 4: Review Report Contacts

This step requires the facility to list their contacts in case of emergency, Tier II, or other use. Additions or changes to this list can be accessed by clicking the “Edit” button.

Step 5: Review Attachments

This step requires to facility to add at least a site map to the report showing the locations and descriptions of the chemicals throughout the facility, especially if there are separate and distinct storage locations. Note that this site map is required to be legible and neatly organized, showing the rooms and other locations of interest on site. Using a copy of a floor plan from an emergency response guide or other guidebook is recommended. If the facility does have a copy of other documents, such as an aerial photo, Tier II requirements, and/or a facility emergency response plan, those can be added as well.

Step 6: Submit Report

To submit a report, all required data must be provided; if data is missing or not verified, there will be an alert (a yellow exclamation mark) next to the data or step that requires an action to still be performed. Once all of the alerts are addressed, the report can be submitted.

[Back](#)
Edit Report Homepage for This is a test (ID: 366)
[List Submissions](#)

Company ID : 319
Company Name : CSFD

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6
0 Notes

Report
Print Report

CSFD Permit(2019) / Tier II(2018) Annual (Revision) Hazmat Report(This is a test) - 3057

Submission Status : Initiated
Last Updated : 12/11/2019
Submitter Username : CSFDTSTTWO

Status Date : 12/11/2019
Submission Type : Online

Step 1: Review Facility Information
Edit

Company ID	319	LEPC	Colorado Springs Fire Dept
Facility ID	366	Lat/Long	38.82642/-104.785
Facility Name	This is a test	Maximum Number of Occupants at one time	1
Company Name	CSFD	Facility Type	CSFD
Facility Status	Active	Nature of Business	
Inactive Reasons		NAICS	811111
Inactive as of		SIC Code	
Physical Location	375 Printers Parkway, colorado springs, CO 80910, United States	Dun & Brad No	
County	EL PASO COUNTY	Parent Company Address	375 Printers Pkwy, colorado springs, CO 80910, United States
Fire Department	Colorado Springs Fire Department	Billing Address	csfd, 375 Printers Pkwy, colorado springs, CO , United States
Site Phone	719-123-4567	Mailing Address	csfd, 375 Printers Pkwy, colorado springs, CO 80910, United States , 7191234567
Manned	Yes		
Owner/Operator	Kay Yeager, 375 Printers Pkwy, colorado springs, CO 80910, United States , kyeager@springsgov.com, 7191234567		

Step 2: Review Chemical Inventory Total: 3 EHS: 1 EHS>TPQ: 1
 Add Chemicals
Import Chemicals

Chemical List

CAS No	Chemical Name	Pure/Mix	EHS	Max Daily Amt	Edit	Delete	Is Valid	Last Modified Date
7664417	AMMONIA	Pure	EHS	20000 Cubic Feet				1/9/2019 8:04:21 AM
124389	CARBON DIOXIDE	Pure	Non-EHS	4500 Cubic Feet				1/3/2019 2:51:53 PM
91203	DIESEL FUEL	Pure	Non-EHS	250 Gallons				3/22/2018 12:25:23 PM

Total Results: 3 Rows per page: 10

Step 3: Review Subject to Status
Edit

The following statuses are reported by the Facility. These statuses may be changed based on Admin Review.

EPCRA Section 312(Annual Inventory)	Active	EPCRA Section 302(EHS Amt>TPQ)	Active
CAA Section 112(r)(RMP)	Inactive	EPCRA Section 313 (TRI)	Inactive
CSFD Hazmat Permit	Active		

Step 4: Review Report Contacts Number of Tier II Contacts: 1 Number of Emergency Planning Coordinators: 1 Number of Emergency Contacts: 2
 Edit

Facility and Owner/Operator Contacts

Name	Contact Type	Phone	24 Hr Phone	Email	Move
Facility	Direct Site Communication	719-123-4567		kyeager@springsgov.com	
Kay Yeager		719-123-4567		kyeager@springsgov.com	

Regulatory and Emergency Contacts
Edit

Name	Title	Contact Type	Daytime/Office Phone	Evening/24 Hr Phone	Email	Delete	Move	Is Valid
Julie Wrobel	admin	Regulatory Point of Contact	719-385-5978	719-385-7353	jwrobel@springsgov.com			
Kay yeager	Hazmat	Emergency Planning Coordinator	819-385-7355	222-333-3434 x 44	kyeager@springsgov.com			
Kay Yeager	Hazmat	Emergency Contacts	222-222-2222 x 22	111-111-1111 x 1	kyeager@springsgov.com			
Kay Yeager	Hazmat	Emergency Contacts	333-333-3333 x 33	444-444-4444 x 44	kyeager@springsgov.com			

Step 5: Review Attachments
Edit

Description	File	File Type
Site Plan	Gaseous O2.pdf	application/pdf
Aerial/Photos		
Tier II Requirements		
Facility Emergency Response Plan		

Step 6: Submit Report Missing Information or Conflicts in the Report Data

Click the Step name with Alerts to fix data problems.

Figure 8: Facility Home Page, Steps 1 - 6

Edit Chemical Information and Storage Locations

After selecting “Add a Chemical” or “Edit”, the user will be directed to the chemical information and storage location page. When adding a new chemical, the entry fields will be blank; the fields will be populated when editing an existing chemical. By using the “Search by CAS/Chemical Name” (Figure 9 red box) you can find a chemical using its Chemical Abstract Service (CAS) number from the Material Safety Data Sheet (MSDS). The rest of the red fields shall also be filled out. Be sure to fill out the NFPA diamond (Figure 9 Green box) as well as the CSFD permit category and class information.

If you are submitting this inventory for a CSFD permit, please enter the chemicals currently onsite. If this is for a Tier II submittal, enter the chemicals stored onsite from January to December of the previous calendar year.

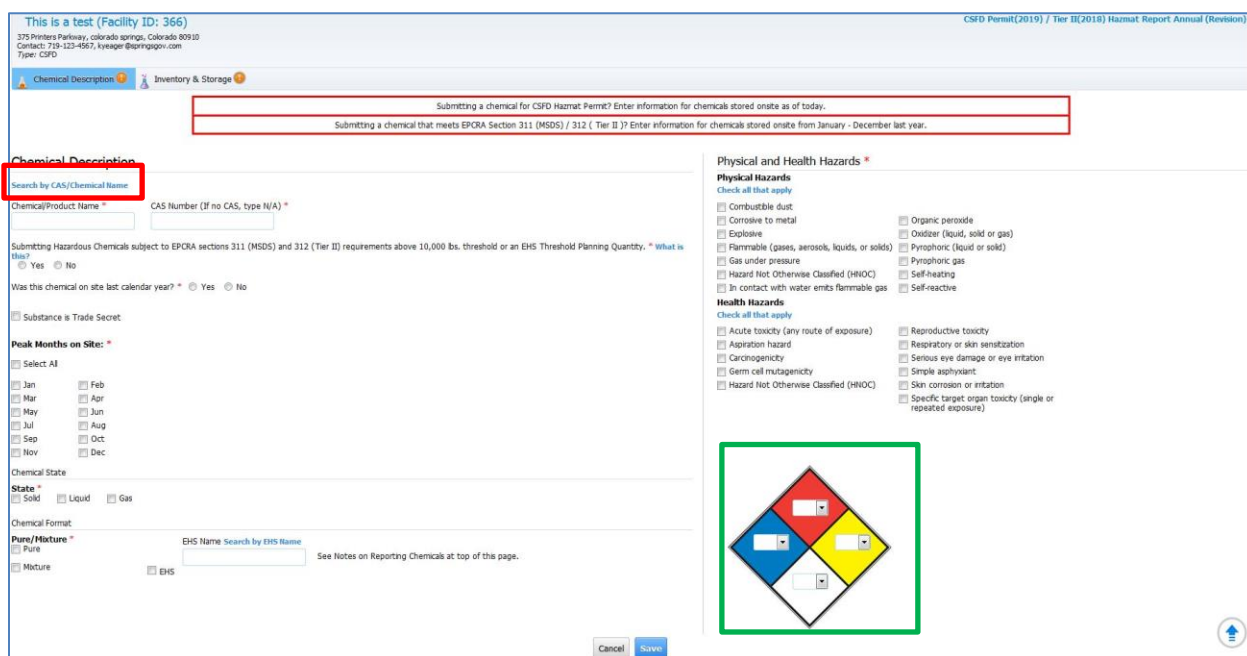


Figure 9: Edit Chemical Information and Storage Locations

Chemical Inventory Bulk Import System

Applicants with large chemical inventory databases have the option to bulk load their existing data to the Colorado Springs Fire Department HAMMERS database. This is an optional service available and not required by CSFD. There is an additional cost to use the Bulk Import System and it is arranged directly with the software designer IDSi International, not through CSFD. You may contact IDSi International at 201-302-9494 x104 or sales@idsiinternational.com.